## **EPA/FFEO Compliance Assistance Tools for Federal Facilities**

Following is a list of recent documents and resources available from the Federal Facilities Enforcement Office. To order, check off the documents desired and mail or fax these pages to the address provided on the last page.

## **Pollution Prevention**

Pollution Prevention in the Federal Government: Guide for Developing Pollution Prevention Strategies for Executive Order 12856 and Beyond. (EPA 300-B-94-007, April 1994, 44 pp. plus 7 appendices) Provides background on executive order requirements and EPA activities in pollution prevention, focusing on the government's roles in setting policies and regulations, making acquisitions, controlling hazardous waste, managing facilities, and facilitating R&D and technological transfer.

Guidance for Implementing Executive Order 12856: Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements - March 1995. (EPA 300-B-95-005, April 1995, 51 pp.) Provides section-bysection interpretive guidance on E.O. 12856, explains how Federal agencies should comply with EPCRA reporting requirements, and offers "leadership options" for Federal agencies in meeting the goals of the executive order.

Federal Facility Pollution Prevention Planning Guide. (EPA 300-B-94-012, November 1994, 29 pp.) Designed to help Federal agencies prepare facility pollution prevention plans under E.O. 12856. Outlines steps to follow in developing plans and provides lists of contacts.

Federal Facility Pollution Prevention Project Analysis: A Primer for Applying Life Cycle and Total Cost Assessment Concepts. (EPA 300-B-95-008, July 1995, 60 pp.) A manual to help decision-makers understand and implement life cycle assessment and total cost assessment in evaluating projects. Explains concepts and provides step-by-step worksheets for performing cost assessments and life cycle assessments.

Executive Order 12856: Federal Facility Environmental Outreach Guide. (EPA 745-B-96-001, August 1996, 21 pp.) This document provides Federal Facility environmental coordinators with practical information to help develop and implement effective environmental outreach programs suitable for the community, an agency's Headquarters, and outside state or Federal agencies.

Pollution Prevention and the Clean Air Act: Benefits and Opportunities for Federal Facilities, Volume I. (EPA 300-B-96-009A, May 1996, 62 pp.) Volume I of this report is intended to provide Federal facility managers with an understanding of programs established under the Clean Air Act Amendments of 1990 and outlines opportunities for using pollution prevention to achieve compliance with key requirements.

Pollution Prevention and the Clean Air Act: Benefits and Opportunities for Federal Facilities, Volume II, Parts I and II: Cleaning and Degreasing, Painting and Depainting. (EPA 300-B-96-009B, May 1996, 119 pp.) Volume II in this series provides information to environmental managers on how to utilize pollution prevention approaches to complying with CAA requirements for cleaning, degreasing, painting and depainting processes at Federal facilities.

Meeting the Challenge: A Summary of Federal Agency Pollution Prevention Strategies. (EPA 300-R-95-014, September 1995, 162 pp.) This document highlights the Federal community's early success in implementing Executive Order 12856 "Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements." It includes the summaries and full text of Federal Agency Pollution Prevention Strategies prepared by sixteen agencies.

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## **Compliance and Enforcement**

Federal Facilities Environmental Justice Enforcement Initiative (FFEJEI): An Analysis of Toxic Release Inventory (TRI) Reporters (June 1997). (EPA 315-R-97-001, 75 pp.) This report provides an overview of the initiative and identifies Federal facilities with environmental issues present that are potential environmental justice sites. The goal is to assist regions in identifying Federal facilities sites that may pose environmental justice concerns.

Federal Facility Compliance Act Enforcement: Analysis of RCRA Administrative Orders Issued at Federal Facilities (October 1992-December 1995). (EPA 300-R-97-002, January 1997, 210 pp.) This study presents the results of an analysis of Administrative Orders (AOs) issued at Federal facilities for violations of the Resource Conservation and Recovery Act (RCRA), as amended by the Federal Facility Compliance Act (FFCA) of 1992.

Federal Facilities Multi-Media Enforcement/ Compliance Initiative: Final National Report. (EPA 300-R-96-001, December 1995, 102 pp.) National highlights of the initiative in FY 1993-94, plus reports from each EPA region.

Federal Facilities Compliance Act: Final National Comprehensive Groundwater Monitoring Evaluation Report. (EPA 300-R-96-005, March 1996, 75 pp.) Technical results of 22 RCRA Comprehensive Groundwater Monitoring (CME) inspections at Federal facilities performed in FY 93.

The State of Federal Facilities: An Overview of Environmental Compliance at Federal Facilities, FY 1993-1994. (EPA 300 R-96-002, December 1995, 152 pp.) Includes charts and tables with statistics on Federal compliance with CERCLA, RCRA, CAA, NPDES, TSCA, SDWA, EPCRA, FIFRA, and the status of the base closure program.

TRI Reporting at Government-Owned Contractor-Operated Federal Facilities (GOCO's) 1990-1993. (EPA 300-R-95-014, February 1996, 23 pp.) Private industry has been required to report TRI data under section 313 of EPCRA since 1986. As a result of Executive Order 12856, this information is now included in release data for Federal facilities. This document provides an analysis of the TRI release information for facilities that were/are government-owned, contractor-operated from 1990 to 1993.

TRI Reporting by Federal Facilities. (30 pp.) An excerpt from the 1994 Toxics Release Inventory Public Data Release (EPA 745-R-96-002) This document is a copy of Chapter 5 of the TRI public data release for 1994, the first year all Federal facilities reported under section 313 of EPCRA. It is available in disk format from the U.S. GPO at

202-512-1530. Hard copies of the entire release may be obtained from the EPCRA Hotline at 703-535-0202.

The Yellow Book: Guide to Environmental Compliance and Enforcement at Federal Facilities. (Spring 1997) The guidebook outlines EPA's role in providing training, compliance assistance, and technical advice to Federal agencies to help ensure compliance with environmental statutes and Presidential Executive orders. Serving several audiences, it provides guidance for EPA Headquarters and Regional staff and informs Federal agencies of EPA's compliance requirements, identifying procedures to be followed when violations occur.

## **Environmental Management**

Catalogue of Federal Agency Environmental Compliance/Management Documents. (EPA 300-B-94-012, June 1994, 79 pp.) Annotated listing of more than 200 Federal agency environmental compliance and management documents published by EPA and other agencies on compliance with specific environmental laws, policies, and environmental management programs.

Environmental Management System Benchmark Report: A Review of Federal Agencies and Selected Private Corporations. (EPA 300-R-94-009, December 1994, 121 pp.) A comparison of performance in six environmental management areas of civilian Federal agencies, the Department of Energy, the Army, Navy, and Air Force, and three private sector corporations.

Executive Guide to Facility Environmental Management by the Civilian Federal Agency Task Force. (November 1995, 34 pp.) Introductory reference guide for environmental management programs for Agency Executives; identifies key environmental issues, responsibilities, and potential liabilities

EPA Federal Facilities Enforcement Office. (EPA 300-K-96-001, revised Spring 1996, 9 pp.) Organizational structure of the Federal Facilities Enforcement Office (FFEO): Director, Associate Director, Senior Counsel; Planning, Prevention and Compliance Staff; Site Remediation and Enforcement Staff; Regional Federal Facilities Coordinators. Describes functions of staff office as part of EPA's Office of Enforcement and Compliance Assurance (OECA).

FEDPLAN: Federal Agency Environmental Management Program Planning Guidance. (Draft, June 1996, 152 pp.) New draft guidance to Federal managers on A-106 plans (now called FEDPLAN) which are required by Executive Order 12088. Includes overview of the FEDPLAN process, descriptions of each element, and an instruction kit for completing new program plans and

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updating existing plans.

Federal Facilities Sector Notebook: A Profile of Federal Facilities. (EPA 300-B-96-003, January 1996, 103 pp.) One of a series of sector notebooks published by EPA to provide a snapshot of environmental programs, challenges, and accomplishments of the Federal facilities sector. Includes an introduction to Federal facilities, compliance and enforcement information, a discussion of processes typically found at Federal facilities, and a discussion of pollution prevention opportunities at Federal facilities.

Environmental Audit Program Design Guidelines for Federal Agencies. (EPA-300-B-96-011, Spring 1997) Part I of this guide highlights some unique issues and legal considerations related to conducting environmental audits at both domestic and overseas Federal facilities. There is also a detailed discussion regarding the design and administration of effective environmental auditing programs. Part II addresses specific steps in conducting an environmental audit.

Generic Protocol for Conducting Environmental Audits of Federal Facilities. (EPA-300-B-96-012 A&B, December 1996, 3rd Edition, 1600 pp.) Material is intended to assist in conducting environmental audits and environmental management assessments. Protocols can be customized to Agency requirements. Complete generic protocol available on-line through Enviro\$en\$e, and in the future, in a diskette and hard copy from NTIS.

Strategy for Improving Environmental Management Programs at Civilian Federal Agencies. (EPA 300-B-96-006, December 1995, 60 pp.) A product of the Civilian Federal Agency Task Force, this document addresses environmental needs and potential for improvement at Civilian Federal Agencies (includes Federal departments and agencies other than the Department of Defense and the Department of Energy).

Final Report of the Federal Facilities Environmental Restoration Dialogue Committee (FFERDC). (EPA 540-R-96-013, April 1996, 260 pp.) (NTIS No. PB96-963-221) This is a consensus document containing principles and recommendations for improving Federal facility cleanup. Members of the committee who contributed to this document include individuals from EPA, USDA, DOI, DOE, DoD, NOAA, ATSDR; state, tribal, and local governments; and many other nationally, regionally, and locally based environmental justice, Native American, and labor organizations.

Resource Directory for Environmentally Preferable Landscaping for Federal Facility Managers. (EPA-300-B-96-014A (Regions 1, 2, & 3), B (Regions 4 & 6), C (Regions 5, 7, & 8) and D (Regions 9 & 10), December

1996) This document offers more than 1200 contacts nationwide and will assist managers of Federal facilities in implementation of the Presidential Memorandum on Environmentally and Economically Beneficial Landscaping Practices on Federal Landscaped Grounds.

The Regional Federal Facilities Coordinator. (September 1996) A brochure which outlines the role of EPA's Regional Federal Facilities Coordinators ("FFCs") and provides names and addressees of FFCs in each Regional office.

Environmental Management Reviews (EMRs) at Federal Facilities. (January 1997) A brochure explaining EMRs, how they compare with other on-site assessments, how facilities can benefit, their scope, who conducts EMRs, how the process works, how reports are used, and a listing of EPA Regional EMR contacts.

Implementation Guide for the Code of Environmental Management Principles for Federal Agencies (CEMP). (EPA-315-B-97-001, March 1997, 120 pp.) A guide to assist Federal Facilities in implementing the CEMP at the installation level. This document describes each of the CEMP principles and performance objectives and how the CEMP relates to environmental management systems and ties into other EPA programs.

FedFacs, An Environmental Bulletin for Federal Facilities. (EPA, Spring 1997). Published periodically, FedFacs is a bulletin published by EPA's Federal Facilities Enforcement Office (FFEO). It contains articles for, by, and about Federal facilities. Look for the "Directors Word" -- a column written by FFEO's director; "Guest Spot," which features executives of Federal facilities; "The Hammer," news about enforcement actions; the most recent "Calendar of Events"; and other noteworthy and notable news items.

Enviro\$en\$e (E\$), EPA's free, public, integrated environmental electronic information system is available on the Internet via the World Wide Web (WWW). Pollution prevention, enforcement and compliance assistance, federal, state, and local government, industry and academia information may be accessed via EPA at http://www.epa.gov/envirosense. To reach the Federal Facilities Enforcement Office's (FFEO) Federal Facilities Environmental Leadership Exchange (FFLEX), type http://www.epa.gov/oeca/fedfac/fflex.html. Note FFEO's new address above. For assistance with Enviro\$en\$e/FFLEX, call 202/564-2578.

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To order copies of these documents, mail or foregoing information).	fax these pages to FFEO. Documents also can be obtained from Enviro\$en\$e (see
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Organization:	
Address:	
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Telephone Number:	
Mail to:	or Fax to: 202-501-0069
Federal Facilities Enforcement Offi U.S. EPA	ce (2261A)
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